

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Technical Review &amp; Policy Staff

DATE: 18 November 1954

FROM : Acting Chief, Administrative Staff

SUBJECT: Weekly Activity Report

## 1. GENERAL

### a. Agency Regulations (continued item)

No change.

### b. Logistics Office Notices and Instructions (continued item)

The following Logistics Office Notices and Instruction have been issued:

LN 5-110-2, Classified Standard Binders for Agency  
Regulatory Issuances

LN 110-100-2, Preparation of Dispatches for NEA Division  
LI 20-650-2, Overtime and Holiday Work

## 2. PROJECTS AND STUDIES IN PROGRESS

### a. Logistics Support Course (continued item)

The Logistics Support Course for this week consists of an introduction to Field Supply Procedures and training in various phases of warehousing [REDACTED]

### b. Records Survey (continued item)

No change.

### c. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

No change.

### d. Assignment of Responsibility to Logistics Office for Initial Distribution of Agency Regulatory Issuances (continued item) 25X1A9a

A follow-up has been made with the Office of Collection and Dissemination concerning a statement of its position regarding the responsibility for the initial distribution function. Mr. [REDACTED] (Exec. Officer, OCD) advised that he expected to be in a position to discuss OCD's position by November 19.

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- e. Staff Support for the Headquarters Board of Survey (continued item)

Management Staff has advised that it has not received a request from the DD/A's Office to consider our requirement for two additional positions to handle the work load of the Headquarters Survey Board as reconstituted under Agency Regulation [REDACTED] Follow-up has been made with the SA/DD/A (Mr. [REDACTED]) with a request to advise this Office on the status of this requirement. The SA/DD/A [REDACTED] who is currently on leave, advised this Staff on 20 September 1954 (see AS Weekly Activity Report dated 23 September) that this had been referred to the Management Staff for recommendation.

- f. Action Indicator for Project [REDACTED] (continued item)

WE Division has verbally agreed to our proposed procedure and is preparing a memorandum for concurrence of the Executive Secretariat, DD/P and this Office.

- g. Management Survey (continued item)

No change.

### 3. OTHER ITEMS OF INTEREST

- a. Personnel and Training (continued item)

- (1) Personnel Report (continued item)

The on duty strength for the week ending 17 November 1954

[REDACTED]

- (2) Basic Orientation Course (continued item)

- (a) Intelligence Training Program (continued item)

The LO Training Officer made a presentation on Headquarters and Field Logistics Procedures in the new Clandestine Refresher Course on 9 November 1954.

- (3) Logistics Supervisory Training Program (continued item)

A total of approximately [REDACTED] Logistics Office supervisors have attended the nine various Career Service Orientation meetings held to date. Case studies for the next phase of the Supervisory Training Program have been worked up and are now being reproduced in final form.

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(4) Logistics Training Program (continued item)

(a) A Supply Division employee attended the Technical Devices Orientation Program [REDACTED] during the week of 8 November 1954. 25X1A  
25X1A9a

(b) General [REDACTED] Chief, Planning Staff, has completed his orientation in other components of the Agency and begins indoctrination within the Divisions of the Logistics Office this week.

(c) Three Logistics employees are scheduled for the Operations Support Course (formerly Admin. Support Course) beginning 22 November 1954.

(5) War Plans Staff Officers Course (new and completed item)

A member of the Planning Staff, Logistics Office, participated in this course as a lecturer last week. Another Planning Staff employee attended the course as a student.

b. Request for Construction (continued item)

Work orders have been issued by the Chief, Space, Maintenance and Facilities Branch, RE&C Division, for enlarging the corridor passage between 1000 wing and room 1075, Q Building, and enlarging the mail loading platform.

c. Pseudonyms for LO Career Designees (new and completed item)

Pseudonyms for all LO career designees at Headquarters and in the Field have been obtained and incorporated in the LO record to facilitate handling of cables and dispatches.

d. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease  
over previous report

Post Office Mail

Incoming

4,536

782

Outgoing

6,543

1,050

11,079

1,832

Postage Expended

\$719.56

\$51.91

(2) Courier Activities

Scheduled Courier Trips

305

61

Special Courier Trips

135

30

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Inter-Agency Mail by Courier

Incoming	1,002	/	206
Outgoing	<u>1,571</u>	/	175
	2,593	/	381

e. Review of CIA Notices of a Logistics Nature (completed item)

Information from the Regulations Control Staff indicates that the following Agency Notices will be renumbered to conform to the current Agency regulatory numbering system:

25X1A [REDACTED] Use of Form No. 33-27 (Travel Order)

25X1A11b

f. Personnel and Management Survey (continued item)

Of the 169 recommendations for promotions submitted to the Office of Personnel, a total of 19 remains on which Standard Forms No. 50 (Notification of Personnel Action) have not been received as of this date.

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g. Documents on Project [REDACTED] (new and completed item)

25X1A2g

Top Secret files on terminated Project [REDACTED] have been transferred to Central Top Secret Control with suggestion for downgrading or destruction.

4. SPECIAL PROBLEMS

None.

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

(1) The LO Career Service Board meeting was held on 16 November 1954 and a special meeting was called and held on 17 November.

(2) Two LO employees have been selected during the past week from panels for assignments in DD/P.

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(3) Individual Career Development Plans (continued item)

(a) The Office of Training's proposal for individual career development plans was discussed at the Logistics Career Service meeting on 16 November. Although some features of the plan were acceptable, it was decided that the Logistics Office should not accept the plan as a whole without further study.

(b) Three applications for the Junior Career Development Program are now in process. Five additional internal Career Development Plans are being prepared by the individuals concerned after discussion with the Career Management Officer and Training Officer.

25X1A

b. Freight Elevator at Temporary [REDACTED] (continued item)

The Post Office Department has refused the request for transfer of a conveyor type elevator to the Central Intelligence Agency. The Space, Maintenance and Facilities Branch has reviewed the request which was forwarded to the Chief, Real Estate and Construction Division, and is recommending the installation through PBS at an estimated cost of \$4,600 for the conveyor type elevator.

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LO/AS/mel (18 Nov. 54)

Distribution:

- O&2 - Addressee
- 1 - LO Official file

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